

Invitation to Attend an Individualized Education Program Team (IEPT) Meeting

Date: _____

Dear Parent(s):

An IEPT meeting has been scheduled for _____ for the purpose of:

- ☐ Determining eligibility for special education programs or services and, if appropriate, to develop an individualized education program (IEP).
- ☐ Reviewing/developing/revising the student's individualized education program (IEP).
- ☐ Redetermining eligibility and developing an individualized education program (IEP).
- ☐ Reviewing/developing/revising a statement of transition services.
- ☐ Other: _____

The following staff members will be represented at the IEPT meeting:

- Student's special education program/service provider _____
- Student's general education teacher _____
- School district representative _____
- Multidisciplinary evaluation team member, or other person who can interpret instructional implications of evaluation results _____
- Other(s): _____

- You may invite individuals of your choice to the meeting. Upon request of the parent, a representative of the district of residence shall be invited if the district of residence has authorized the operating district to conduct the 3-year comprehensive evaluation review.

The IEPT meeting will be held:

Date: _____
Location: _____
Address: _____

Time: _____
Phone: _____

If for some reason this time/or place is not acceptable to you, or you are unable to attend the meeting, please contact me and we can make other arrangements.

Sincerely,

NAME/TITLE

TELEPHONE NUMBER